



U.S. General Services Administration

Federal Acquisition Service

**Enhanced Monthly On-line Records and Reports
of Information-Technology Services (E-MORRIS)**

Training Overview



Federal Acquisition Service

E-MORRIS Introduction

- E-MORRIS is GSA's system that supports billing and inventory for the Networx contracts.
- E-MORRIS enhances MORRIS functionality for Networx, but is a separate website with separate access.
 - URL: <https://emorris.fasbilling.gsa.gov>
- There are three levels of Agency access to the website:
 - Public – general info, account registration forms, reset password form
 - Agency User – inventory and billing, depending on approval of Agency DAR Admin
 - Agency DAR Administrator – Agency user, plus screens to manage other accounts
- This briefing covers the following topics:
 - Inventory and billing process overview
 - Website account registration process
 - User account set-up and navigation
 - Networx inventory screens
 - Networx billing reports
 - Manage Users screens (for Agency DAR Administrators)
 - E-MORRIS help and contact info



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Inventory and Billing Process Overview

- Inventory Process (could be daily on business days)
 - Load vendor Service Order Completion Notice (SOCN) to inventory database
 - Check against Pricer and report errors to vendor (vendor may send corrected SOCN)
 - Post inventory data to tables for web access
- Billing Process (monthly)
 - Load vendor invoice, detail billing and adjustment files to billing database
 - Balance invoice to detail to ensure accuracy of billing data
 - Run verification check for:
 - Elements populated
 - SOCN for each order; billing consistent with SOCN
 - Correct prices
 - No duplicate billing
 - No over 90 day billing
 - Exceptions feed into disputes process (centralized only) and SLA count
 - Run customer billing (centralized only)
 - Feed to IPAC process
 - Post data to tables for billing web reports
 - View/print, download data, data layout



Home Page (public access)



GSA Info

- MORRIS
- TOPS e*Bill
- TOPS Ordering
- GSA Home
- GSA Network
- GSA TSMs (GAMs)
- Network Unit Pricer
- Network Agency Pricer

E-MORRIS Info

- User Guide
- FAQ
- News
- Contact Us
- E-MORRIS Home

E-MORRIS

Enhanced Monthly On-Line Records and Reports of Information Technology Services
Welcome to GSA's web site for Network Billing and Inventory Management

This is a Restricted Site

You must be a registered user in order to access this website. If you are currently registered, please enter your User Name and Password to log in.

Login Now

User Name

Password

Register Now

Forgot Password

Other Login Problems

WARNING:
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

FOR DATA ACCESS:

- User ID & password required.
- Agency users must be authorized by the Agency DAR Administrator.
- Agency must have a copy of the DAR Administrator letter on file with GSA.
- 3 ways to get an account:
 - Register Now form (any user)
 - Multiple Users form (DAR Admin)
 - DAR Admin can create through web screens
- If you have an account and forget your password, click Reset Password and enter your email address.

- Links to other web sites (access controlled separately, as required)
- Links to general information about E-MORRIS



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Account Registration Screen

Information	
<p>This form registers one user for an E-MORRIS account. If you are a DAR Administrator and wish to register multiple users, please click here to download a form.</p> <p>Please enter your contact information into the fields at the right.</p> <p>* Indicates that you must provide this information.</p> <p>Please make sure to provide a valid email address. You will be contacted at this address when your request has been processed.</p> <p>Please enter at least one Agency Hierarchy Code (AHC). You must enter at least two characters; you may enter up to 28. A partial AHC means access to all AHCs starting with those characters (e.g., "47" means you are requesting all AHCs starting with 47. If you enter 47, you don't need to enter levels that roll to it, e.g., 4712, 47001234). You may enter multiple AHCs, either</p>	
<h3>E-MORRIS Registration Request Information</h3>	
* Email Address	<input type="text" value="emorris.user@agency.gov"/>
First Name	<input type="text" value="Emorris"/>
* Last Name	<input type="text" value="User"/>
* Phone	<input type="text" value="555-555-5555"/>
Address	<input type="text" value="123 Mountain Road"/>
City	<input type="text" value="West Glacier"/>
State	<input type="text" value="MT"/>
Zip	<input type="text" value="54321"/>
* <u>Agency Hierarchy Code(s)</u>	<div><div>TE01</div><div>TE03</div><div></div></div>
* <u>Module Access</u>	<div><input checked="" type="checkbox"/> Network Inventory</div> <div><input checked="" type="checkbox"/> Network Billing</div>
<u>Comments</u>	<div><div>This is a demo request for E-MORRIS access</div><div></div></div>
<p>* Indicates a Required Field</p> <div><div>Cancel</div><div>Submit Request</div></div>	

- o Form accessed through Register Now button on the E-MORRIS home page.
- o Submitted form populates a request table in E-MORRIS.
- o Agency DAR Administrator and GSA get a system email with request information, and can access the request through a web screen.
- o User gets a system email with UserID and password, once the DAR Admin or GSA has created the account.

Agency Hierarchy Codes

- o Identify your requested level of data access
- o You must enter at least two characters
- o You may enter up to 28 characters
- o The more characters you enter, the more your access is restricted*, e.g..
 - o If you enter TE, you get all AHCs starting with TE
 - o If you enter TE0000000000000000000000000000, you get only that AHC.
- o You may enter multiple AHCs (separated by ; or on a separate line)



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Multiple Users Registration Form

Instructions:

*****You must be an Agency Transition Manager or Agency DAR Administrator to use this form.*****

Transition Managers must approve access for the Transition Information Portal (TIP).
DAR Administrators must approve access for E-MORRIS (billing and/or inventory).

*****This form does not imply a single account for all applications. It is only a streamlined method of requesting access.*****

Please complete this form to indicate your approval for users in your agency to access GSA applications.

Check the box(es) next to Agency Transition Manager and/or Agency DAR Administrator as they apply to you.

Please include the information for yourself as the agency authorizing official (Agency Transition Manager and/or Agency DAR Administrator).

You may authorize multiple users and include them on this form.

Email the completed form to fasbilling.help@gsa.gov

Request Type: For each user, check the box to Create a New Account, Modify an Existing Account or Delete an Existing Account

Access Permissions:

Agency Hierarchy Codes: E-MORRIS access is limited to the Agency Hierarchy Codes (AHCs) listed on this form.
A partial AHC means that a user gets access to all AHCs starting with those characters (e.g., an AHC of "TE" means that a user gets access to all AHCs starting with TE).
You must enter at least the first two characters. You may enter up to 28 characters.
You do NOT need to enter lower level AHCs for a user if you enter the higher levels (e.g., If you enter TE for a user, you do not need to enter TE01, TE01AB, etc.
You may enter multiple AHCs for a user if they are not levels of each other (e.g., TE01, TE03).

Functionality: Access implies view/print/download capabilities. There is no edit or upload functionality for these modules.

Example completed form:

Point of Contact Information					Request Type	Access Permissions			
First Name	Last Name	Email Address	Phone Number	Agency Name		Agency Hierarchy Codes to Access (List all)	TM Approval	DAR Admin Approval	
					Create New Account		Transition Information Portal	E-MORRIS Network Inventory Network Billing	
					Modify Existing Account				
					Delete Existing Account				
Agency Authorizing Official (check all that apply for you)									
<input checked="" type="checkbox"/> Agency Transition Manager									
<input checked="" type="checkbox"/> Agency DAR Administrator									
Demographic	Adara	demo.adara@agency.gov	123-555-5000	TEST Agency	<input checked="" type="checkbox"/>	TE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I approve the following users for system access:									
Test	User	testuser@agency.gov	123-555-6000	TEST Agency	<input checked="" type="checkbox"/>	TE01 TE03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>	TE05ABCD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New	Account	new.account@agency.gov	123-555-7000	TEST Sub-Agency	<input checked="" type="checkbox"/>	TE01ABCDXXXX12340000XXXX0000 TE01EFGHXXXX12340000XXXX0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


- Downloadable form accessed through link on Register Now page or Contact Us page.
- Agency DAR Administrator emails the completed form to the FAS Billing Help Desk (fasbilling.help@gsa.gov).
- GSA creates the requested accounts.
- Each user gets a system email with User ID and password, once GSA has created the account.

Agency Hierarchy Codes

- Identify requested level of data access
- You must enter at least two characters
- You may enter up to 28 characters
- The more characters you enter, the more a user's access is restricted, e.g..
 - If you enter TE, user will get all AHCs starting with TE
 - If you enter TE00000000000000000000000000000000, user will get only that AHC.
- You may enter multiple AHCs



Navigation and Account Set-up

**E-MORRIS**
Enhanced Monthly On-line Records and Reports
of Information-Technology Services

Welcome Emorris User | [My Account](#) | [Logout](#)

[Home](#) [Inventory](#) [Billing Reports](#)

[Home](#) [User Guide](#) [FAQ](#) [News](#) [Contact Us](#)

[Home](#) > [My Account](#)

Tasks

- [Change Password](#)
- [Change My Notifications](#)
- [Change My Preferences](#)

My Account

User Name EMORRIS.USER@AGENCY.GOV

First Name

Last Name

Address

City

State

Zip

Email Address

Telephone

[Save Changes](#) [Reset](#)

- Must change password and accept Rules of Behavior on initial log-in
- Standard web site navigation
 - Tabs across top for modules
 - Links (sub-tabs) underneath for pages within modules
- Click on My Account link in top right corner to:
 - Update POC info - optional
 - Change Password - required every 90 days
 - Change system notifications - optional
 - Change navigation preferences – optional unless you have more than 500 Agency Hierarchy Codes (see slides 25-28 for more info)



Federal Acquisition Service

Navigation and Set-up (continued)

My Account task screens

My Notifications

Notify me when these events occur

for Agency Billing

Agency Reports Available for Month

☒ Yes

for Manage Users

Notify Me When a Registration is Received

☒ Yes

Save Cancel

Home > My Account

Tasks

- Change Password
- Change My Notifications
- Change My Preferences

- Options available for all users
- If you are an Agency DAR Administrator/ Account Manager, you can set these options for your users (see slide 41), as well as yourself
- However, users can change the settings through their own accounts.

- Change notifications – options for getting system emails
 - Billing reports available
 - Registration request received (option for DAR Admin account only)

My Preferences

Common Elements

Download File Format: Tab Delimited

Alternative Start Page: Billing Reports

Rows per Page: 30

Include Column Headers in Download File: Yes

Agency Billing

Default Report: Service Summary

AHC Selector Type: Popup List Drilldown (w/ filters)

Save Cancel

- Change web site preferences – options for changing navigation defaults
 - Download format – recommend tab delimited (TSV)***
 - Alternative start page after log-in – default is Home
 - Rows per page – default is 30
 - Include column headers – default is yes
 - Default report when first clicking on billing tab – default is MSOA
 - AHC selector type – default is dropdown
- Changing these settings is optional, with the exception of AHC Selector Type IF you have more than 500 AHCs (see slides 28 – 31)**

*Note: Default download format is comma delimited (CSV), but there is an issue in which Excel translates AHCs to scientific notation. TSV format negates the issue. If you don't set the default here, you can choose TSV format for any report by clicking on the down arrow next to the Download icon and selecting tab delimited.



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Networx Inventory Management (NIM)

browse screens – active and history

Home Inventory Billing Reports

Browse Inventory Browse Inventory History NIM Active Errors NIM History Errors

Home > Networx Inventory

Browse Inventory

Contract: All Contractor: Vendor1 AHC Starts With: TE

Service: All or UBI

Go

Advanced Search Options:

Originating NIC Service Order No

CLIN ASRN

Customize Query Printer Friendly Download Download Phone No Range Custom Custom Phone No Range

VIEW	CONTRACT	CONTRACTOR	ORIGINATING NIC	ASRN	AHC	UBI	SERVICE	CLIN	SERVICE ORDER NO	UNIT PRICE
View	Universal	Vendor1	CLMAMDOU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760111	389	321
View	Universal	Vendor1	FIGMDAAU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0130509	389	174.95
View	Universal	Vendor1	FIGMDAAU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760111	389	321
View	Universal	Vendor1	CLMAMDOU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760311	389	136.96
View	Universal	Vendor1	FIGMDAAU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760311	389	16.05
View	Universal	Vendor1	TE06ONIC001	TESTASRNTE06	TE06000000000000000000000000000000	TESTUBITE06	ONS	0280351	TESTSCMD06	74.9
View	Universal	Vendor1	TE08ONIC001	TESTASRNTE08	TE08000000000000000000000000000000	TESTUBITE08	VS	0019003	TESTSCMD08	.1
View	Universal	Vendor1	TE09ONIC001	TESTASRNTE09	TE09000000000000000000000000000000	TESTUBITE09	IFS	0034002	TESTSCMD09	.01
View	Universal	Vendor1	TE09ONIC001	TESTASRNTE09	TE09000000000000000000000000000000	TESTUBITE09	ACS	0269002	TESTSCMD09	0
View	Universal	Vendor1	TE09ONIC001	TESTASRNTE09	TE09000000000000000000000000000000	TESTUBITE09	ACS	0269005	TESTSCMD09	0

- Populated from vendor SOCN files
- Query by AHC or UBI. Additional filters optional.
- Click on View to see details.
- Add report fields via customized query icon.
- Select, filter, sort on any field via Custom icon (see slides 32-36).
- Download contains all Gov't-requested J.12.2-4 (SOCN) fields.
- View inventory history via the Browse Inventory History link



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NIM error reports – active and history

GSA E-MORRIS
Enhanced Monthly On-line Records and Reports
of Information-Technology Services

Welcome Enoris User | My Account | Logout

Home Inventory Billing Reports

Home > Network Inventory > Daily SOCN Error Report

NIM Active Errors

AHC Starts With... Load Date: All Dates Contract: All Contractor: All Go

Printer Friendly Download Custom

Vendor	ContractID	UIN	NIM ID	Load Date	Error Code	DAS	Orig NMC	Term NMC	ASBN	Orig Jurisdiction	Term Jurisdiction	Receipt Date	AHC
1	1	TESTUBITE09	0269002TE09CHIC001	09-MAY-2009 06:16:08 PM	X	TESTDATE09	TE09CHIC001	-	TESTASBNTE09	120033	-	28-FEB-09	TE09000000
1	1	TESTUBITE09	0264002TE09CHIC001	09-MAY-2009 06:16:08 PM	130	TESTDATE09	TE09CHIC001	-	TESTASBNTE09	120033	-	04-FEB-09	TE09000000
1	1	TESTUBITE09	0269002TE09CHIC001	09-MAY-2009 06:16:08 PM	X	TESTDATE09	TE09CHIC001	-	TESTASBNTE09	120033	-	28-FEB-09	TE09000000
2	1	TESTUBITE04	0921344CLEXCH95028	07-APR-2008 09:06:47 AM	18	TESTDATE04	CLEXCH95028	-	TESTASBNTE04	120033	-	23-JUL-06	TE04000000
2	1	TESTUBITE04	0699017CLEXCH95028	07-APR-2008 09:06:47 AM	18	TESTDATE04	CLEXCH95028	-	TESTASBNTE04	120033	-	23-JUL-06	TE04000000
2	1	TESTUBITE06	0099013ABLNTE03M02	31-MAR-2008 11:52:47 AM	18	TESTDATE06	ABLNTE03M02	-	TESTASBNTE06	120033	-	01-OCT-06	TE06000000
2	1	TESTUBITE06	0099013ABLNTE03M02	31-MAR-2008 11:52:47 AM	18	TESTDATE06	ABLNTE03M02	-	TESTASBNTE06	120033	-	01-OCT-06	TE06000000
2	1	TESTUBITE06	0099004ABLNTE03M02	31-MAR-2008 11:52:47 AM	18	TESTDATE06	ABLNTE03M02	-	TESTASBNTE06	120033	-	01-OCT-06	TE06000000
2	1	TESTUBITE06	0099011ABLNTE03M02	31-MAR-2008 11:52:47 AM	190, n20, 18	TESTDATE06	ABLNTE03M02	-	TESTASBNTE06	120033	-	01-OCT-06	TE06000000
2	1	TESTUBITE06	0099011ABLNTE03M02	31-MAR-2008 11:52:47 AM	20	TESTDATE06	ABLNTE03M02	-	TESTASBNTE06	120033	-	01-OCT-06	TE06000000
2	1	TESTUBITE04	0921344CLEXCH95028	07-APR-2008 09:06:47 AM	18	TESTDATE04	CLEXCH95028	-	TESTASBNTE04	120033	-	23-JUL-06	TE04000000
2	1	TESTUBITE04	0921344CLEXCH95028	07-APR-2008 09:06:47 AM	18	TESTDATE04	CLEXCH95028	-	TESTASBNTE04	120033	-	23-JUL-06	TE04000000
2	1	TESTUBITE04	0680004CLEXCH95028	08-APR-2008 10:52:04 AM	18	TESTDATE04	CLEXCH95028	-	TESTASBNTE04	120033	-	23-JUL-06	TE04000000
2	1	TESTUBITE06	0094003ABLNTE03M02	31-MAR-2008 11:52:47 AM	18	TESTDATE06	ABLNTE03M02	-	TESTASBNTE06	120033	-	01-OCT-06	TE06000000

- Report of SOCN errors found and reported to vendor.
- Active errors link shows open errors. History errors link shows corrected errors.
- Shows all NIM fields, plus error descriptions.
- Select, filter, sort on any field via Custom icon (see slides 32-36).
- Vendor errors can only be corrected by a new SOCN from the vendor – GSA does not change vendor SOCN data.

Billing Reports

- 0 Billing Summary – total charges by vendor and contract
- 0 MSOA – charges by Networx service type and category
- 0 Service Summary – charges by Networx service
- 0 Call Detail Summary – usage charges by phone/card number
- 0 CLIN Detail – charges by CLIN
- 0 Conferencing Services – charges for audio, video and web conferencing services
- 0 Vendor Adjustments – detail of vendor adjustments
- 0 GSA Adjustments – detail of GSA adjustments (central only)
- 0 Charges by Service – total charges by AHC and service (download only)
- 0 UBI Summary – charges by vendor Unique Billing Indicator
- 0 GSA Disputes – detail of disputes filed by GSA on behalf of Agencies (central only)
- 0 Vendor Disputes – detail of disputes as provided by vendors

- 0 All reports apply to central and direct billing, unless noted above.
- 0 All reports have printer friendly and download options, unless noted above.
- 0 Data layouts are available with the download files, and in the billing report user guide.



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MSOA / Reports Availability

Select Report Criteria

Bill Period	Jan 2008	Vendor	Vendor2	Contract	Universal	AHC	.TE01
Break On	Vendor	Central/Direct	Central				

- E-MORRIS “bill period” is the usage month
- The vendor invoice is delivered by the 15th business day of the following month (approx. the 21st or 22nd)
- E-MORRIS billing reports are available 2 months after the usage month (between the 10th – 15th calendar day)
- For example:

Usage	Vendor Invoice	E-MORRIS Reports	IPAC / Bill (central)
Jan 1 – 31	dated Feb 2008, delivered by Feb 21 or 22	dated Jan 2008, posted between Mar 10 - 15	dated Jan 2008, billed between Mar 22 – 28



Federal Acquisition Service

Billing Summary Report



Welcome Enorris User | My Account | Logout

Home > Billing Reports > Summary

Summary MSOA Service Summary Reports Charges by Service Adjustment Reports Detail Reports Summary Reports Dispute Reports

Click to Select

- Reports
 - All Billing Reports
 - Summary
 - MSOA
 - Service Summary Reports
 - Communications Transport
 - IP Based
 - Optical
 - Management/Application
 - Security
 - Special
 - Wireless
 - Access
 - Miscellaneous
 - Charges by Service
 - Adjustment Reports
 - GSA Adjustments
 - Vendor Adjustments
 - Detail Reports
 - Conferencing Services
 - CLIN Detail
 - Summary Reports
 - Cell Detail Summary
 - UBI Summary
 - Dispute Reports
 - GSA Disputes
 - Vendor Disputes

Select Report Criteria AHC: TE01 0000 0000 0000 0000 0000 - Bill

Central/Direct Central

Hide Selection Box Printer Friendly Download User Guide Custom

Network Billing Summary By Month

Agency Hierarchy Code: TE01000000000000000000000000000000 Bill to AHC: TE01000000000000000000000000000000
Agency Name: Agency E01EFG BOAC: TEST01
Line of Accounting: Central/Direct: Central

January 2008			
Vendor	Total	Universal	Enterprise
Vendor2	409,729.73	203,736.33	205,993.40
Total	409,729.73	203,736.33	205,993.40

- Highest level summary of charges by Networkx vendor and contract
- Query by AHC and Central/Direct
- Link from amounts to corresponding MSOA

There are multiple ways to navigate through the billing reports:

- Report list to the left of the page (you can hide or show this list as you choose)
- Links across the top under the Billing Reports tab
- Links from within summary reports to lower level reports



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Monthly Statement of Account (MSOA)

Select Report Criteria

Bill Period: Jan 2000 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill

Break On: Vendor Central/Direct Central

Hide Selection Box Printer Friendly Download User Guide Custom

GSA **Network** **Vendor 2**

THIS IS NOT A BILL - DO NOT PAY

Monthly Statement of Account
January 2000
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000000000
Line of Accounting:

BILL TO AHC: TE01000000000000000000000000000000
Agency Name: Agency 001EPG
BOMG: TEST01
Central/Direct: Central

Network Services	Usage Volume	Usage Amount	Monthly Recurring	Non Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	Total Charges	GSA Adjustments	Total Network Charges
Telecommunications Services											
Communications Transport Services	0.0	264.82	2,561.72	8,041.05	210.99	220.15	0.00	(5.93)	11,386.73	(1,650.82)	9,735.91
IP Based Services	0.0	260.27	199.35	0.00	0.45	0.27	0.00	(410.25)	57.10	(191.03)	(133.93)
Optical Services	0.0	0.00	155,974.50	0.00	0.00	0.00	0.00	0.00	155,974.50	0.00	155,974.50
Subtotal Telecommunications Services	0.0	525.09	167,824.58	8,041.05	217.44	320.42	0.00	(416.28)	166,521.33	(1,841.82)	164,679.51
Management and Application Services	240.0	1,212.49	1,570.83	8,121.20	399.22	0.00	0.00	0.00	11,310.54	0.00	11,310.54
Security Services	0.0	0.00	10,884.13	14,190.00	890.90	0.00	0.00	0.00	25,434.13	0.00	25,434.13
Special Services	0.0	0.00	0.00	2,140.00	0.00	0.00	0.00	0.00	2,140.00	0.00	2,140.00
Wireless Services	0.0	0.00	166.17	0.00	2.98	0.00	0.00	0.00	172.15	0.00	172.15
Access Services	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Relay Service	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Charges	240.0	1,726.58	170,263.41	32,452.25	1,226.64	320.42	0.00	(416.28)	265,575.15	(1,841.82)	263,733.33

For questions concerning this report, please contact the FAS Billing Help Desk at 1-877-944-8877 or fasbilling.help@gsa.gov.

THIS IS NOT A BILL DO NOT PAY

- High level summary of charges at Service Type/Category level
- Query by Bill Period, Vendor, Contract, AHC and Central/Direct
- Link from the Network Services column to the corresponding Service Summary report



Service Summary report

 Hide Selection Box
 Printer Friendly
 Download
 User Guide
 Custom

- High level summary of charges at Service level
- Query by Bill Period, Vendor, Contract, AHC, Service Type and Central/Direct
- Link from Service column to corresponding CLIN Detail report, Usage Volume/ Amount columns to corresponding Call Detail Summary report, Vendor Adjust column to Vendor Adjust report, and GSA Adjust column to GSA Adjust report



U.S. General Services Administration

Federal Acquisition Service

Call Detail Summary report

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill

Service: -AS- Central/Direct: Central

Hide Selection Box

Printer Friendly

Download

User Guide

Custom

GSA

Network

Call Detail Service Summary

January 2008

Billing Level

GSA

Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: TE010000000000000000000000

Line of Accounting:

Bill to AHC: TE010000000000000000000000

Agency Name: Agency 001EFG

BOAC: TEST01

Central/Direct: Central

Contract	Vendor	AHC	Service	UBI	ASRN	Contractor CustAcct#	BOC	SWC	PhoneCard Number	Alloc %	Dom Int	C/D	Calls	Minutes	Average Minutes/Call	Usage	Average Cost/Minute	Average Cost/Call	
Universal	Vendor2	TE01ABCD000000000000000000	Audio Conferencing	UBIACF01AB	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0001111231	100	D	C	0	0.00	0.00	0.00	0.00	0.00	
			CellularPCS	UBICPTE01AB	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0001111212	100	D	C	0	0.00	0.00	0.00	0.00	0.00	
			Outbound	UBIVCTE01AB	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0001111212	100	D	C	2	1.001.40	0.00	14.00	0.01	4.00	
			Toll-Free	UBITFTE01AB	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0001111231	100	D	C	45	18.000.30	419.98	219.03	0.01	4.73	
			Voice over IP Transport	UBIVITE01AB	TESTASRNTE01	TESTOCANTE01	EL50CAG1085		0001111212	100	D	C	16	17.000.60	1,119.29	200.27	0.01	16.77	
Total TE01ABCD000000000000000000														64	38.400.30	501.08	400.23	0.01	7.75
		TE01EFGH000000000000000000	Audio Conferencing	UBIACF01EF	TESTASRNTE01	TESTOCANTE01	EL20H09CT1		0002221231	100	D	C	2	47.400.00	23,700.00	1,212.40	0.00	800.70	
			CellularPCS	UBICPTE01EF	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0002221221	100	D	C	0	0.00	0.00	0.00	0.00	0.00	
			Outbound	UBIVCTE01EF	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0002221221	100	D	C	2	2.000.00	0.00	20.00	0.01	0.00	
			Toll-Free	UBITFTE01EF	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0002221231	100	D	C	0	0.00	0.00	0.00	0.00	0.00	
			Voice over IP Transport	UBIVITE01EF	TESTASRNTE01	TESTOCANTE01	TESTNMC1234		0002221221	100	D	C	0	0.00	0.00	0.00	0.00	0.00	
Total TE01EFGH000000000000000000														2	50.000.00	10,077.00	1,240.00	0.02	240.07
Total Universal Vendor2														66	88,400.30	1,287.79	1,736.58	0.02	25.17
Grand Total														66	88,400.30	1,287.79	1,736.58	0.02	25.17

- Summary of usage charges by phone/ card number
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/ Direct



U.S. General Services Administration

Federal Acquisition Service


CLIN Detail Report

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TEL1 0808 1080 0800 8000 0090 0808 - Bill

Service: Frame Relay Central/Direct: Central

 Hide Selection Box
 Printer Friendly
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 User Guide
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Network

CLIN Detail

January 2008

Billing Level



Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: TE01000000000000000000000000000000

Line of Accounting:

Bill to AHC: TE01000000000000000000000000000000

Agency Name: Agency 01EPG

BQAC: TEST01

Central/Direct: Central

Service	Svc Order	UFI	ASRN	CLIN	Qty	Dom Int	C/D	Orig HIC	Term HIC	Billing Period	Install Date	Disconn Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge
Universal Contract																			
Vendor Vendor2																			
TE01ABCD00000000000000000000000000																			
FRS	2825088	UBPRTE31AB	TESTASRNT01	0000000	2	D	C	WHTMMCO5UAR		01/23/08-01/31/08	01/20/08		\$0.00	\$0.00	\$0.00	\$0.00	\$48.69	\$0.00	\$48.69
FRS	2825088	UBPRTE31AB	TESTASRNT01	0044004	2	D	C	WHTMMCO5UAR		01/23/08-01/31/08	01/20/08		\$0.00	\$452.97	\$0.00	\$0.00	\$0.00	\$0.00	\$452.97
Subtotal for Service FRS													\$0.00	\$452.97	\$0.00	\$0.00	\$48.69	\$0.00	\$501.66
Subtotal for TE01ABCD00000000000000000000000000													\$0.00	\$452.97	\$0.00	\$0.00	\$48.69	\$0.00	\$501.66
TE01EFGH00000000000000000000000000																			
FRS	2825088	UBPRTE31AB	TESTASRNT01	0000000	2	D	C	WHTMMCO5UAR		01/23/08-01/31/08	01/20/08		\$0.00	\$0.00	\$0.00	\$10.58	\$0.00	\$0.00	\$10.58
FRS	2825088	UBPRTE31AB	TESTASRNT01	0044004	2	D	C	WHTMMCO5UAR		01/23/08-01/31/08	01/20/08		\$0.00	\$452.97	\$0.00	\$0.00	\$0.00	\$0.00	\$452.97
Subtotal for Service FRS													\$0.00	\$452.97	\$0.00	\$10.58	\$0.00	\$0.00	\$463.55
Subtotal for TE01EFGH00000000000000000000000000													\$0.00	\$452.97	\$0.00	\$10.58	\$0.00	\$0.00	\$463.55
Subtotal for Vendor Vendor2													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21
Subtotal for Universal Contract													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21
Total Charges													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21

- Detail of charges by CLIN. Lowest level of data available in E-MORRIS.
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download includes all Gov't-requested fields from J.12.4.2 (Detail Billing File)
- Does not include call detail usage



Conferencing Services report

- o Detail of usage & non-usage charges for Audio, Video and Web conferencing services

- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct

- Usage charges also found in Call Detail Summary

- Non usage charges also found in CLIN Detail

18



Federal Acquisition Service

Vendor Adjustments report

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill

Service: -All- Central/Direct: Central

Go

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Networkx

Vendor Adjustments

January 2008

Billing Level

Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: TE010000000000000000000000

Line of Accounting:

Bill to AHC: TE0100000000000000000000000000

Agency Name: Agency E01EFG

BOAC: TEST01

Central/Direct: Central

AHC	Vendor Disp No	Gov Disp No	Invoice Date	Svc	UBI	ASRN	Orig NIC	Term NIC	CLIN	C/D	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj	Explanation
Universal Contract																
Vendor Vendor2																
TE01ABCD0000000000000000000000		GOVDISP0001	12/12/07	TFS	UBITFTE01AB					C	-\$5.00	\$0.00	\$0.00	\$0.00	-\$5.00	Explanation of adjustment
TE01ABCD0000000000000000000000		GOVDISP0002	12/12/07	VOIPTS	UBIVITE01AB					C	-\$410.25	\$0.00	\$0.00	\$0.00	-\$410.25	Explanation of adjustment
Subtotal for TE01ABCD0000000000000000000000											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Subtotal for Vendor Vendor2											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Subtotal for Universal Contract											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Total Adjustments											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	

- Detail of vendor adjustments
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download has additional fields:
 - Invoice Number
 - Charged Amount
 - Disputed Amount
 - Bill Start
 - Bill End



U.S. General Services Administration

Federal Acquisition Service

Charges by Service report

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill

Central/Direct: Central

Go

[illegible]

1-2

- o Total charges by AHC and service
- o Partial screen shot – report includes additional fields for each service and subtotals by service type/ category
- o Query by Bill Period, Contract, Vendor, AHC and Central/Direct
- o Download only – no print option



Federal Acquisition Service

UBI Summary report

Select Report Criteria

Bill Period

Jan 2008

Vendor

Vendor2

Contract

Universal

AHC

TE01 ABCD 0000 0000 0000 0000 - Detail Central

Service

All

Central/Direct

Central

Hide Selection Box

Printer Friendly

Download

User Guide

Custom

GSA

Network

UBI Summary

January 2008

Detail Level

Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: TE01ABCD00000000000000000000

Service:

Line of Accounting:

Bill to AHC: TE010000000000000000000000000000

Agency Name: Agency E01ABC

BOAC: TEST01

Central/Direct: Central

Contract	Vendor	AHC	Service	UBI	C/D	Usage	MRC	NRC	Tax/ Surchg	USF	PICC	Total Charge	
Universal	Vendor2	TE01ABCD00000000000000000000	ACS	UBIACTE01AB	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Universal	Vendor2	TE01ABCD00000000000000000000	CPCS	UBICPTE01AB	C	0.00	163.09	0.00	0.00	0.00	0.00	163.09	
Universal	Vendor2	TE01ABCD00000000000000000000	FRS	UBIFRTE01AB	C	0.00	452.97	0.00	0.00	48.69	0.00	501.66	
Universal	Vendor2	TE01ABCD00000000000000000000	LMRS	UBILMTE01AB	C	0.00	0.00	1,070.00	0.00	0.00	0.00	1,070.00	
Universal	Vendor2	TE01ABCD00000000000000000000	MFS	UBIMFTE01AB	C	0.00	0.00	10,700.00	0.00	0.00	0.00	10,700.00	
Universal	Vendor2	TE01ABCD00000000000000000000	MTSS	UBIMTTE01AB	C	0.00	500.00	0.00	105.00	0.00	0.00	605.00	
Universal	Vendor2	TE01ABCD00000000000000000000	NSIP-VPNS	UBINITE01AB	C	0.00	35.18	0.00	0.00	0.00	0.00	35.18	
Universal	Vendor2	TE01ABCD00000000000000000000	SONETS	UBISOTE01AB	C	0.00	3,498.54	0.00	0.00	0.00	0.00	3,498.54	
Universal	Vendor2	TE01ABCD00000000000000000000	TFS	UBITFTE01AB	C	0.00	0.00	8,041.05	0.00	0.00	0.00	8,041.05	
Universal	Vendor2	TE01ABCD00000000000000000000	TWS	UBITWTE01AB	C	0.00	1,576.53	0.00	0.00	0.00	0.00	1,576.53	
Universal	Vendor2	TE01ABCD00000000000000000000	VOPTS	UBIVITE01AB	C	0.00	0.00	0.00	0.00	0.27	0.00	0.27	
Universal	Vendor2	TE01ABCD00000000000000000000	VS	UBIVCTE01AB	C	0.00	100.43	0.00	0.00	0.00	0.00	100.43	
Subtotal TE01ABCD00000000000000000000							0.00	6,390.74	18,811.05	105.00	48.96	0.00	26,355.75
Subtotal Universal/Vendor2							0.00	6,390.74	18,811.05	105.00	48.96	0.00	26,355.75
Total							0.00	6,390.74	18,811.05	105.00	48.96	0.00	26,355.75

- Summary of charges by vendor Unique Billing Identifier
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct



Federal Acquisition Service

GSA Disputes report

Select Report Criteria

Invoice Date: [ALL] Vendor: [ALL] Contract: [ALL] AHC: [TE01 0000 0000 0000 0000 0000 - 00] [Go]

Service: [ALL] Status Code: [ALL]

Gov Disp No. Range - From: [] To: []

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Networkx

GSA Disputes

Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: TE01000000000000000000000000000000

Invoice Date: ALL

Line of Accounting:

Bill to AHC: TE01000000000000000000000000000000

Agency Name: Agency E01EFG

BOAC: TEST01

Vendor	Contract	Gov Dispute No	Status	Recorded Date	AHC	UBI	AS26	Invoice Date	Service Type	Dispute Reason	Charged Amt	Disputed Amt	Outstanding Amt	Adjustment Received
Vendor2	Universal	Q0V015P0001	Closed Final Disputed	12/25/07	TE01ABCD00000000000000000000000000	UBITPTE01AB		12/12/07	Toll-Free	Duplicate billing charges	5.00	5.00	0.00	(5.00)
Vendor2	Universal	Q0V015P0002	Closed Final Disputed	12/25/07	TE01ABCD00000000000000000000000000	UBNITE01AB		12/12/07	Voice over IP Transport	Price not matched in Prior	760.10	415.25	0.00	(415.25)
Subtotal for Invoice Date 12-DEC-07											765.10	415.25	0.00	(415.25)
Total Charges											765.10	415.25	0.00	(415.25)

1 of 4

- Detail of disputes initiated by GSA on behalf of the Agency (for centralized billing)
- Query by Invoice Date, Vendor, Contract, AHC, Service and Status Code. Optional filter by Gov Dispute Number.
- Download includes additional fields.



Vendor Disputes report

[illegible]

- Detail of disputes as provided by vendor in J.12.5.1 Disputes file
- Query by Invoice Date, Vendor, Contract, AHC, Service, Status Code and Central/ Direct. Optional filter by Gov Dispute Number.
- Download includes additional fields.



Federal Acquisition Service

Update LOA “report”

All billing report users have view access

AHC Starts With: BOAC:

View	AHC	Agency Name	BOAC	Contract Name	Vendor Name	LOA	LOA DODACC
	TE 01000000000000000000000000000000	Test Agency TE01	TE0100	Universal			
	TE 03000000000000000000000000000000	Test Agency TE03	TE0321	Universal		THIS_CODE_IS_OPTIONAL_AND_AGENCY-DEFINED	
	TE 03000000000000000000000000000000	Test Agency TE03	TE0321	Enterprise		BRE AK OUT BY CONTRACT IF YOU WANT	
	TE 05000000000000000000000000000000	Test Agency TE05	TE0555	Universal	Vendor1	OR.BRE AK.OUT.BY.CONTRACT.AND.VENDOR	
	TE 05000000000000000000000000000000	Test Agency TE05	TE0555	Universal	Vendor2	WHATWOULD.YOUTHINKIFIS.ANGOUT.OFTUNE	
	TE 05000000000000000000000000000000	Test Agency TE05	TE0555	Enterprise		TESTLOA83737373--upto130characters	

- List of centrally billed, billing level AHCs with associated Billed Office Address Code (BOAC) and Line of Accounting (LOA)

Some users have edit access (as approved by DAR Admin)

AHC Starts With: BOAC:

Edit	AHC	Agency Name	BOAC	Contract Name	Vendor Name	LOA	LOA DODACC
	TE 01000000000000000000000000000000	Test Agency TE01	TE0100	Universal			
	TE 03000000000000000000000000000000	Test Agency TE03	TE0321	Universal		THIS_CODE_IS_OPTIONAL_AND_AGENCY-DEFINED	
	TE 03000000000000000000000000000000	Test Agency TE03	TE0321	Enterprise		BRE AK OUT BY CONTRACT IF YOU WANT	
	TE 05000000000000000000000000000000	Test Agency TE05	TE0555	Universal	Vendor1	OR.BRE AK.OUT.BY.CONTRACT.AND.VENDOR	
	TE 05000000000000000000000000000000	Test Agency TE05	TE0555	Universal	Vendor2	WHATWOULD.YOUTHINKIFIS.ANGOUT.OFTUNE	
	TE 05000000000000000000000000000000	Test Agency TE05	TE0555	Enterprise		TESTLOA83737373--upto130characters	

- Query by AHC or BOAC
- Approved users can edit LOAs (see slide 26)

Line of Accounting (LOA) – an optional, Agency-defined field that appears on reports and IPAC / non-IPAC statements for central billing, and may be helpful for tracking and monitoring against an Agency’s approved budgetary resources.



Federal Acquisition Service

Update LOA edit forms

Edit Existing Record

AHC	TE 01000000000000000000000000000000
Agency Name	Test Agency TE01
BOAC	TE 0100
Contract Name	Universal
Vendor Name	
LOA	<input type="text"/>
DODACC	<input type="text"/>

Or

Add New LOA For This AHC

AHC	TE 01000000000000000000000000000000
Agency Name	Test Agency TE01
BOAC	TE 0100
* Contract Name	- Select One -
Vendor Name	- Select One -
LOA	<input type="text"/>
DODACC	<input type="text"/>

- LOA is optional and Agency-defined
- LOAs can be assigned:
 - Per AHC
 - Per AHC and contract (Universal or Enterprise)
 - Per AHC, contract and vendor
- To assign one LOA to an AHC, enter data in the Edit Existing Record form and click the Apply Changes button.
- To assign multiple LOAs to an AHC, enter data in the Add New LOA for this AHC form and click the Create button.
- Changes take effect with the next billing cycle.

Each centrally billed, billing level AHC has one BOAC and may have zero, one or more LOAs (no more than one LOA per AHC/contract/vendor combination). This form allows approved users to edit LOAs – not AHCs or BOACs.



Federal Acquisition Service

Break-on option and report tabs

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: TE** 0000 0000 0000 0000 0000 - Summary Go

Break On: Vendor Central/Direct -All-

Hide Selection Box Printer Friendly Download User Guide

Summary Vendor1 Vendor2

GSA THIS IS NOT A BILL - DO NOT PAY **GSA**

Network
Monthly Statement of Account
Year to Date 2008
Summary Level

Break On	Other Query Option	Result
Bill Period	Bill Period = YTD	Tabs by month
Contract	Contract = All	Tabs by contract
Vendor	Vendor = All	Tabs by vendor
Central/Direct	Central/Direct = All	Tabs by central/direct

- Use the Break On query options to break your report into separate tabs, depending on your other query selections.
- Applies to the MSOA and Service Summary reports.
- The Billing Summary will automatically show tabs by month.
- The printer friendly option will show all the tabbed reports.



Federal Acquisition Service

Report query AHC selector options

- 3 options for AHC selector, depending on how many AHCs you have
 - Dropdown list – fewer than 500 AHCs (system default)
 - Popup list with filters – between 500 and 2,000 AHCs
 - Popup list drilldown with filters – more than 2,000 AHCs

- How to change your default option
 1. Click the My Account link
 2. Click the Change My Preferences link.
 3. Click the down arrow next to AHC selector type and select an option.
 4. Click the save button.
 5. When you return to Billing Reports, you'll see the new AHC selector type.

My Preferences

Common Elements	
Download File Format	Tab Delimited ▼
Alternative Start Page	Billing Reports ▼
Rows per Page	30 ▼
Include Column Headers in Download File	Yes ▼
Agency Billing	
Default Report	Service Summary ▼
AHC Selector Type	Drop-down (for limited # of AHCs) ▼ None Drop-down (for limited # of AHCs) Popup List (w/ filters) Popup List Drilldown (w/ filters)



Federal Acquisition Service

Dropdown list (system default)

The screenshot shows the 'Select Report Criteria' form with the following fields: Bill Period (YTD 2008), Vendor (-All-), Contract (-All-), and AHC (-All-). The AHC dropdown menu is open, displaying a list of options including '-All-', '-Begins With (Enter Start of AHC in Field at Right->)', and various alphanumeric codes followed by their respective levels (e.g., 'TE** 0000 0000 0000 0000 0000 - Summary', '...TE01 ABCD 0000 0000 0000 0000 0000 - Detail Central'). A 'Go' button is located to the right of the dropdown menu.

- Standard drop down list of values
- Works for up to 500 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Choose from summary, bill or detail levels (*note: bill applies to central only*)
- Can type in all or part of an AHC by selecting the "Begins with..." option

The screenshot shows the 'Select Report Criteria' form with the following fields: Bill Period (YTD 2008), Vendor (-All-), Contract (-All-), and AHC (-Begins With (Enter Start of AHC in Field at Right->)). The AHC field is now a text input box labeled 'Begins'. A 'Go' button is located to the right of the text input box.



Federal Acquisition Service

Popup list with filters

Select Report Criteria

Bill Period: Vendor: Contract: AHC:

Break On: Central/Direct:

Select AHC - Windows Internet Explorer

Select Agency Hierarchy Code

AHC Begins With: AHC

Includes:

Report Type: ☒ Bill ☒ Detail ☒ Summary

Billed: ☒ Central ☒ Direct

Display:

--All--
TE** 0000 0000 0000 0000 0000 - Summary
..TE01 ABCD 0000 0000 0000 0000 - Bill
...TE01 ABCD 0000 0000 0000 0000 - Detail Central
...TE01 DEFG 0000 0000 0000 0000 - Detail Direct
...TE01 EFGH 0000 0000 0000 0000 - Detail Central
...TE01 MNOP 0000 0000 0000 0000 - Detail Direct
TE03 0000 0000 0000 0000 0000 - Bill
...TE03 0000 0000 0000 0000 0000 - Detail Central
...TE03 ABCD 0000 0000 0000 0000 - Detail Central
...TE03 EFGH 0000 0000 0000 0000 - Detail Central
...TE03 1111 0000 0000 0000 0000 - Detail Direct
...TE03 MNOP 0000 0000 0000 0000 - Detail Direct
...TE03 QRST 0000 0000 0000 0000 - Detail Direct
1 - 14

- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works for up to 2,000 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
 - Enter all or part of AHC in AHC Begins With field
 - Enter part of an AHC in the AHC Includes field
 - Check/ uncheck Report Type: Bill, Detail, Summary (*note: bill applies to central only*)
 - Check/ uncheck central / direct
 - Select number of records to display
 - Click "Go" to refresh the list based on your filters
- Click on an AHC to populate the AHC field in the Select Report Criteria box

Federal Acquisition Service

Popup list drilldown with filters

- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works for any number of AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
 - Enter all or part of AHC in AHC Begins With field
 - Enter part of an AHC in the AHC Includes field
 - Select one Report Type: Bill, Detail or Summary (*note: bill applies to central only*)
 - Check/ uncheck central / direct
 - Select number of records to display
 - Click "Go" to refresh the list based on your filters
- Click on an AHC to populate the AHC field in the Select Report Criteria box

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: TE** 0000 0000 0000 0000 0000 0000 - Summary

Break On: Vendor Central/Direct -All-

Select Agency Hierarchy Code

AHC Begins With: [] AHC

Includes: []

Report Type: ☐ Bill ☐ Detail ☒ Summary

Billed: ☒ Central ☒ Direct

Display: 50

Go

TE** 0000 0000 0000 0000 0000 0000 - Summary 10 Ahcs
 .TE01 0000 0000 0000 0000 0000 0000 - Summary 4 Ahcs
 .TE03 0000 0000 0000 0000 0000 0000 - Summary 6 Ahcs
 1 - 3

Close Window

Select Agency Hierarchy Code

AHC Begins With: TE AHC

Includes: []

Bills to AHC: []

Report Type: ☐ Bill ☒ Detail ☐ Summary

Billed: ☒ Central ☒ Direct

Display: 50

Go

Back

TE01 ABCD 0000 0000 0000 0000 0000 - Central
 TE01 DEM3 0000 0000 0000 0000 0000 - Direct
 TE01 EFGH 0000 0000 0000 0000 0000 - Central
 TE01 MNOP 0000 0000 0000 0000 0000 - Direct
 TE03 0000 0000 0000 0000 0000 0000 - Central
 TE03 1111 0000 0000 0000 0000 0000 - Direct

- Or click on the green number-of-record links to view the detail AHCs below a bill or summary level

- Click on an AHC to populate the AHC field in the Select Report Criteria box



Federal Acquisition Service

Customized Billing Reports

Options for data analysis



- Each billing report has a custom icon along with print & download
- Click on the custom icon to access the custom query functionality

Search bar with magnifying glass icon, Rows: 15, Go button, and gear icon.

Contract Name ☒ ☒ ☒ ☒

Vendor Name ☒ ☒ ☒ ☒

Ahc ☐ ☒ ☒ ☒

Service Type ☐ ☒ ☒ ☒

- Each custom report page includes:
 - Search bar
 - Query and format options
 - Data per query and format results

Contract Name : Enterprise, Vendor Name : Vendor2

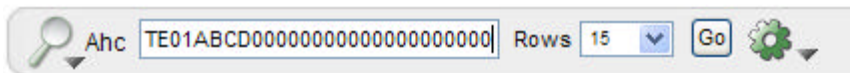
	Ahc	Service Type	Svc Order	UBI	ASRN	CLIN	Qty	Dom Int	C/D	Orig
	TE01ABCD00000000000000000000000000	SSMT	987	UBIMTTE01AB	-	0224001	10	-	C	WASHDC
	TE01ABCD00000000000000000000000000	WICP	2816	UBICPTE01AB	-	0630009	1	-	C	HRNDVA
	TE01ABCD00000000000000000000000000	TTFR	282	UBIFRTE01AB	TESTASRNTE01	0000000	2	-	C	WHTMMC



Federal Acquisition Service

Customized Billing Reports

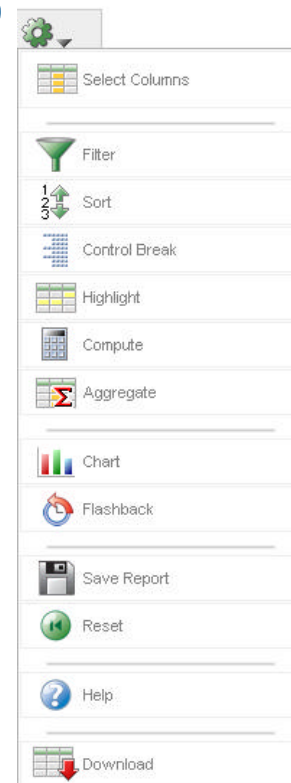
Options for data analysis (continued)



- Use the search bar to:
 - Set filters for querying the data
 - Set number of rows per page
 - Access the actions menu



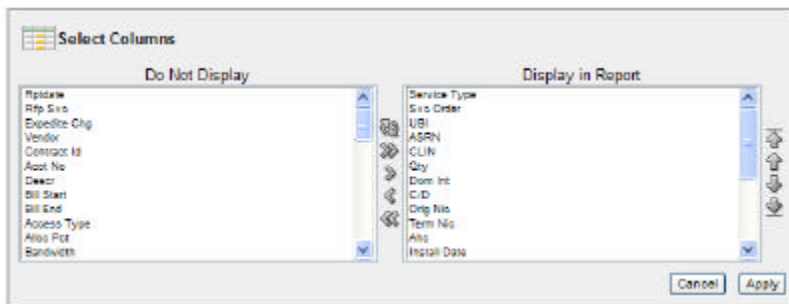
- Click on a column header to:
 - Sort on the column
 - Hide the column
 - Break the column out as a sub header
 - Filter the data in the column



- Use the actions menu to:
 - Select the fields you want to include
 - Set report filters
 - Select which fields to sort on
 - Select how to group the data
 - Highlight certain data conditions
 - Perform functions (e.g., sum, average)
 - Create basic charts
 - Save your changes in a new report
 - Reset default options
 - Download data

Federal Acquisition Service

Customized Billing Reports Action Menu

Select Columns

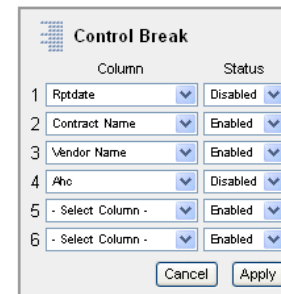
Do Not Display | Display in Report

Columns to display in report:

- Rptdate
- Rpt Svc
- Expedite Chg
- Vendor
- Contract Id
- Acct No
- Descr
- Bill Start
- Bill End
- Access Type
- Also For
- Bandwidth
- Service Type
- Svc Order
- UBI
- ASRN
- CLIN
- Qty
- Dom Int
- CID
- Orig No
- Term No
- Also
- Install Date

Buttons: Cancel, Apply

- Select which columns to display
- Select the display order

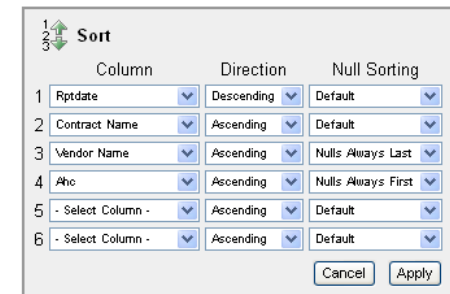


Control Break

	Column	Status
1	Rptdate	Disabled
2	Contract Name	Enabled
3	Vendor Name	Enabled
4	Also	Disabled
5	- Select Column -	Enabled
6	- Select Column -	Enabled

Buttons: Cancel, Apply

- Select which fields to break out as sub-headers
- Toggle between sub-headers and report fields



Sort

	Column	Direction	Null Sorting
1	Rptdate	Descending	Default
2	Contract Name	Ascending	Default
3	Vendor Name	Ascending	Nulls Always Last
4	Also	Ascending	Nulls Always First
5	- Select Column -	Ascending	Default
6	- Select Column -	Ascending	Default

Buttons: Cancel, Apply

- Select which fields to sort by



Filter

Column: Orig No | Operator: in | Expression: CHCGIL13UBS,SNFNCA23UAA

Buttons: Cancel, Delete, Apply

- Filter your query on any field
- Choose from multiple operators depending on the field selected
- Filter for multiple data values depending on the operator



Federal Acquisition Service

Customized Billing Reports

Action Menu (continued)





Highlight



Name

Sequence

Enabled ☒

Highlight Type

Background Color   [\[yellow\]](#) [\[green\]](#) [\[blue\]](#) [\[orange\]](#) [\[red\]](#)

Text Color   [\[yellow\]](#) [\[green\]](#) [\[blue\]](#) [\[orange\]](#) [\[red\]](#)

Highlight Condition

Column	Operator	Expression
<input type="text" value="MRC"/>	<input type="text" value=">"/>	<input type="text" value="300"/>

- Highlight cells or rows per your designated data conditions
- Choose background and text colors by clicking on the color box or link
- Set the data conditions to be highlighted

Compute

Computation: - New Computation -

Column Heading: Total less taxes Format Mask: FML999G99PG999G99PG99D

Computation: S + T + U

Columns:

R. DisconnectDate
S. Usage
T. MRC
U. NRC
V. Tax Surcharge

Keypad:

()	^	
7	8	9	-
4	5	6	+
1	2	3	*
0	.	/	

Functions:

ABS
ADD_MONTHS
CASE
CAST
CEIL


Create a computation using column aliases.

Example:

- (B+C)*100
- INTCAP(B) / (INTCAP(C))
- CASE WHEN A = 10 THEN B + C ELSE B END

Cancel Apply

- Add new columns based on computations of existing columns (e.g., total charges)
- Select columns and use the keypad to build the computation



- o Add column totals or subtotals























- o Save the report for later use







Federal Acquisition Service

Customized Billing Reports

CLIN Detail example

Working Report		my report
	Saved Report = "my report"	
	Ahc = 'TE01ABCD0000000000000000000000000000'	
	Orig Nic = 'CHCGIL13UBS'	
	Orig Nic = 'WASHDCBLMTS'	
	Orig Nic in 'CHCGIL13UBS_SNFENCA23UAA'	
		
	Rptdate	
	Contract Name	
	Vendor Name	
	Ahc	
	demo highlight	

- o Your saved report appears in a new tab
- o Report name also appears under the tab
 - o Can be deleted by clicking the X
- o Filters, control breaks and highlight conditions appear above the data
 - o Can be toggled on or off by clicking the check box
 - o Can be edited by clicking the link
 - o Can be deleted by clicking the X

Contract Name : Enterprise, Vendor Name : Vendor2																					
	Rptdate	Ahc	ASRN	UBI	Rfp Svc	Svc Order	CLIN	Qty	C/D	Orig Nic	Term Nic	Install Date	Disconnect Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge	total less taxes
	01-JAN-08	TE01ABCD00000000000000000000	-	UBIMTTE01AB	MTSS	987	0224001	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	500.00	0.00	150.00	0.00	0.00	650.00	\$500.00
	01-JAN-08	TE01ABCD00000000000000000000	-	UBIMTTE01AB	MTSS	987	0224002	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	0.00	0.00	-45.00	0.00	0.00	-45.00	\$0.00
														Sum: 0.00	Sum: 500.00	Sum: 0.00	Sum: 105.00	Sum: 0.00	Sum: 0.00	Sum: 605.00	Sum: \$500.00
Contract Name : Universal, Vendor Name : Vendor2																					
	Rptdate	Ahc	ASRN	UBI	Rfp Svc	Svc Order	CLIN	Qty	C/D	Orig Nic	Term Nic	Install Date	Disconnect Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge	total less taxes
	01-JAN-08	TE01ABCD00000000000000000000	-	UBIMTTE01AB	MTSS	98765	0224002	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	0.00	0.00	-45.00	0.00	0.00	-45.00	\$0.00
	01-JAN-08	TE01ABCD00000000000000000000	-	UBIMTTE01AB	MTSS	98765	0224001	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	500.00	0.00	150.00	0.00	0.00	650.00	\$500.00
														Sum: 0.00	Sum: 500.00	Sum: 0.00	Sum: 105.00	Sum: 0.00	Sum: 0.00	Sum: 605.00	Sum: \$500.00

1 - 4 of 4

- Fields are displayed in the order you set
- Sub-headers are broken out as you specify
- First sort is indicated by an arrow next to the field name
- Computed columns and subtotals appear as you set them
- You have the option to download the data in your report



Manage Users Screens

- As an Agency DAR Administrator, you can act as an E-MORRIS account manager for your Agency (in addition to being an Agency user)
 - View and manage account requests submitted through the Register Now web form for your Agency Hierarchy Codes
 - Create and edit accounts for other users in your Agency
 - Assign AHCs as high as your access allows, or as low as 28 characters
 - You can not provide access outside of your own account permissions



Manage Users Screens (continued)

- Use of these screens is OPTIONAL
 - If you have E-MORRIS access, you will get a system email when a user in your Agency requests access through the registration web form
 - Approve (or deny) the request via the Manage Users screens, OR
 - Reply to the email and GSA will manage the request
 - If you do not have E-MORRIS access, GSA will forward the request information to you via email
 - Reply to the email and GSA will manage the request
 - You can also use the Multiple Users registration form



Federal Acquisition Service

Manage Users screen

Home Inventory Billing Reports Manage Users

Home > Manage Users

Manage Users Browse Users Edit User Browse Requests Create User

Manage User Accounts

Open User Requests

Userid	Requested
another.one@agency.gov	01-OCT-08

1 - 1

Password Reset Requests

Userid	Time Left (Hours)
new.user@agency.gov	-3942
emorris.account@agency.gov	-3943

1 - 2

Failed Logon Attempts

no data found

Users Who Need to Change Passwords

no data found

- Manage Users screens available to Agency DAR Administrators (and GSA)
- Access the screens by clicking on the Manage Users tab
- View open account requests, password reset requests and other status information
- Click on the icon to the left of an open user request record to view details of that request
- Or navigate among the screens by clicking on the links underneath the Manage Users tab



Federal Acquisition Service

Browse Requests screen

Home Inventory Billing Reports Manage Users
Manage Users Browse Users Edit User Browse Requests Create User

Home > Manage Users > Browse Requests

Requests for Account Action

Search Go

Open	Email Address	Name	Status	Requested
	another.one@agency.gov	One, Another	OPEN	10/01/08 14:51
	new.user@agency.gov	User, New	CLOSED	10/01/08 14:47
	emorris.account@agency.gov	Account, Emorris	CLOSED	10/01/08 14:45

1 - 3

Details

Email Address another.one@agency.gov
Name Another One
Address 100 Sage Drive
Yellowstone, WY 99999
Phone 999-555-9090
AHCs Requested TE01ABCD; TE03ABCD
Modules Requested Network Billing
User's Comments this is a test request for training
Work Notes

Close Request Deny Request Create Account
Remove from My List

- View details of a user request by clicking on the icon to the left of a record
- You can enter work notes if you choose
- Click on the Create Account button to create the account
- Click on the Deny Request button if you don't authorize the account
- Click on the Close Request button if, for example, the request is a duplicate
- Click the Remove from My List button if the request is not from your Agency (this will flag GSA to investigate)



U.S. General Services Administration

Federal Acquisition Service

Create User screen

Home Inventory Billing Reports Manage Users
Manage Users Browse Users Edit User Browse Requests Create User

Home > Manage Users > Create User

Return to Browse Page

Create New User Account

Information

You can create a new account now.

A temporary password will be emailed to the user when the account is created. The password must be changed the first time that the user logs on.

If you have linked here from the Browse Requests page, the fields have been pre-filled for your convenience.

Userid
(Email Address)

Contact Information
First Name
Last Name
Address
City
State
Zip
Phone
Alt. Email
Comments

Access Information
Copy Permissions from Another User Account
Model Userid
☐ Update User if Model Updated
Or, Set Permissions individually
Modules ☒ Agency Billing ☐ Agency NIM
Billed ☒ All ☐ Central ☐ Direct
Vendors ☒ Vendor1 ☒ Vendor2
Contracts ☒ All ☐ Universal ☐ Enterprise
Agency Hierarchy Codes

☒ Close Registration Request
Attach this Additional Message to the Email to the User:

- If you link here from the Browse Requests screen, the fields will be auto-populated with the request information.
- You can change access (e.g., lower level or additional AHCs) or create the account as requested.
- Click the Create User button to complete account set-up.
- The user will get a system email with User ID and password.
- You can add optional text to that email by entering it in the box provided (note: it will be the same font as the email, so you might want to surround it with asterisks (****)).
- You can also use this screen to create a user account without starting from a registration request.



Federal Acquisition Service

Browse Users screen

Home Inventory Billing Reports Manage Users

Home > Manage Users > Browse Users

Manage Users Browse Users Edit User Browse Requests Create User

Browse User Accounts

Search Display 15

Edit	Userid	Name	Locked	Disabled	Password Age	Model
	another.one@agency.gov	One, Another	N	N	0 days	N
	emorris.account@agency.gov	Account, Emorris	N	N	13 days	N
	emorris.user@agency.gov	User, Emorris	N	N	13 days	N
	new.user@agency.gov	User, New	N	N	13 days	N

1 - 4

- Once an account has been created, a record appears in the Browse Users list
- You can click on the icon to the left of a record to edit the account
- You can search by all or part of a User ID or Name
- You can sort on a column by clicking on the column header



Federal Acquisition Service

Edit Users screen

- Select a User ID to view an account record (or link here from the Browse Users screen)
- Edit POC or access information
- Click on links in the task box to:
 - Reset password – optional, since any user can reset using the Reset Password button on the home page
 - Remove User – delete or temporarily disable an account, as needed
 - Edit Notifications or Preferences – optional, see slide 8
 - Make Model User – optional, use same permissions for subsequent accounts
 - Transfer User Mgt – send account back to GSA, if needed

Home Inventory Billing Reports Manage Users
Manage Users Browse Users Edit User Browse Requests Create User

Home > Manage Users > Edit User

Return to Browse Page

Edit User Account for another.one@agency.gov

Userid: another.one@agency.gov (Email Address)

Tasks for Another One

- Reset Password
- Remove User
- Edit Notifications
- Edit Preferences
- Make Model User
- Transfer User Management
- Copy User

Status of Account

Password changed 0 days ago
Last login 0 days ago
New - user has not logged on
Password reset request expires in 1416 hours

Contact Information

First Name: Another
Last Name: One
Address: 100 Sage Drive
City: Yellowstone
State: WY
Zip: 99999
Phone: 999-555-9090
Alt. Email:
Comments: this is a test request for training

Access Information

Copy Permissions from Another User Account

Model Userid: No - Do Not Use Model
☐ Update User if Model Updated

Or, Set Permissions Individually

Modules: ☒ Agency Billing ☐ Agency NIM

Billed: ☒ All ☐ Central ☐ Direct

Vendors: ☒ Vendor1 ☒ Vendor2

Contracts: ☒ All ☐ Universal ☐ Enterprise

Agency Hierarchy Codes: TE01ABCD TE03ABCD

Save Reset Cancel



Federal Acquisition Service

E-MORRIS Help and Contact Info

- Contact Us link – FAS Billing Help Desk Info
 - Phone: 1-877-944-8677 (toll free)
 - Email: fasbilling.help@gsa.gov
- User Guide link
 - Detailed user guides (depending on access)
 - E-MORRIS presentation – training overview (public access)
 - Future: video training files (depending on access)
- Reset Password button
 - Web form for automatic password reset
- Request Assistance button
 - Web form for requesting assistance (other than password resets)